



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Water Protection Branch - Program Coordination Section; Laboratory Operations Water Supply Lab; Room 31-H Health Bldg. Atlanta, Georgia 30334	Application Number 81-405	
Application Number		Date Received SEP 14 1981	Date Completed OCT 26 1981
2. Person to Contact Eloise Stewart		Working Title Laboratory Manager	Telephone Number 656-4811
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1975 current		5. Records Series Title (followed by title used in office, if different) Water Supply Laboratory Report File Copy Books	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Water Supply Laboratory is responsible for receiving and conducting bacteriological examinations of drinking water samples from County Health Departments (individuals' private wells); non-community water supply systems (_____ wells utilized by municipalities, schools, military installations, mobile home parks, etc.); and community water supply systems (approximately twenty County systems). The Laboratory enters data relating to all drinking water sources other than from County Health Departments (private individuals) into the computer for use by other programs within the Water Protection Branch.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining the file copy of Water Supply Laboratory Reports. Included are: "File Copy Books," containing Laboratory Reports on which are recorded Source name and address; date sample collected, examined, and reported; I.D. number; laboratory control number; analysis data; and other related information. File is arranged: numerically by File Copy Book number; thereunder numerically by laboratory control number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>5 cu. ft.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? copy sent to Water Supply Section
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

DNR Rules and Regulations for Safe Drinking Water - Chapter 391-3-5-.15
"...microbiological analyses shall be kept for not less than 5 years..."

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Loise W Stewart	9-14-81	Mary H. Haer	9-14-81
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-28-81
		Secretary of State/Designee	9-28-81
		Attorney General/Designee	10-14-81